

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Intake Interviewer-SAFP

SALARY GROUP: A13

DEPARTMENT: Classification and Records

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Timothy Fitzpatrick DATE: 12/08/2021

POSITION #: 029398

I. JOB SUMMARY

Performs complex administrative support work. Work involves providing administrative support including disseminating information; assisting with maintaining filing systems; and preparing and editing reports and documents. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs technical support work for an agency program; conducts interviews with newly received inmates to obtain criminal and social history background information; and prepares intake processing paperwork.
- B. Prepares, edits, and distributes correspondence, reports, studies, forms, and documents; and compiles and enters data for charts, graphs, databases, summaries, and reports.
- C. Prepares and disseminates information concerning agency programs and procedures; and responds to inquiries regarding rules, regulations, policies, and procedures.
- D. Assists in the development of administrative and technical assistance policies and procedures; and assists in reviewing and seeking solutions to problems.
- E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

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2. One year full-time, wage-earning clerical, secretarial, administrative support, technical program support, or criminal justice experience.
3. Computer operations experience preferred.
4. Criminal justice experience preferred.
5. Case processing, report writing, or interviewing experience preferred.
- * Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency intake procedures preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to review technical data and prepare technical reports.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to type 45 words per minute (with no more than 10 errors) preferred.
12. Skill to interpret and translate Spanish to English and English to Spanish preferred.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dictation equipment, microfilm equipment, camera, dolly, and automobile.